



**EMPLOYMENT OPPORTUNITY  
CITY OF CENTRALIA**

**PO Box 609/Centralia/WA, 98531**

**360-330-7672/fax 360-330-7673**

**[www.cityofcentralia.com](http://www.cityofcentralia.com)**

**Date Open: July 25, 2019**

**Salary: \$3,659 - \$4,190\*/mo.**

**Date Closes: August 9, 2019**

**Status: fulltime 8am-5pm Monday –  
Friday with one hour lunch**

\*Teamsters pension contribution reduces the monthly contract wage amount by \$259.95/month

**Position: Deputy Court Clerk**

**General Function:**

Performs general clerical work in the administrative support office of the court. Performs a variety of clerical duties requiring knowledge of a court's function and procedures. Work is performed in accordance with established methods, practices and systems.

**Education and Experience:**

High school diploma or G.E.D. and one year of general clerical experience, or any combination of experience and education which provides the applicant with the desired skills, knowledge, and abilities required to perform the work. Recent court experience preferred.

**Special Requirements:**

Basic knowledge of court procedures and the criminal justice system. Knowledge of the JIS computer system is preferred. Ability to type 45 WPM.

**Application Process:**

Apply by submitting a complete City of Centralia application to the **Human Resource Office by 5pm, August 9, 2019** (postmarks NOT accepted). E-mail applications accepted at [crydalch@cityofcentralia.com](mailto:crydalch@cityofcentralia.com)

**NOTE:** Resumes may be submitted, but will NOT be accepted in lieu of the City's application form.

The City of Centralia is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, sexual orientation, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans and persons with disabilities are encouraged to apply. The City will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify Personnel of the accommodation needed, preferably at the time of applying. Only United States citizens and aliens lawfully authorized to work in the United States are eligible for employment. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

**CITY OF CENTRALIA  
CLASSIFICATION DESCRIPTION**

**JOB TITLE: DEPUTY COURT CLERK**

**REPORTS TO: CHIEF COURT CLERK**

**DEPARTMENT: MUNICIPAL COURT**

**DATE: July 2019**

**GENERAL FUNCTION**

Performs general clerical work in the administrative support office of the court. Performs a variety of clerical duties requiring knowledge of a court's function and procedures. Work is performed in accordance with established methods, practices and systems.

This classification description reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

**JOB DUTIES AND RESPONSIBILITIES**

**A. Essential Functions**

1. Must be able to be responsible for the receipting of all monies, fines, bails, forfeitures, penalties, bail/bonds; arrange for time payments for fines, monitors payments, and takes appropriate action for delinquent payments in accordance with court policy.
2. Must be able to deal courteously, patiently and efficiently with the public, police, attorneys, supervised employees and personnel for related agencies at all times. Maintain composure in hostile situations; safely deal with emotionally distraught, irate, intoxicated and combative individuals.
3. Must be able to establish and maintain effective working relationships with the county jail, prosecutor, law enforcement agencies, treatment facilities, attorneys, all outside agencies, and the public on policy and procedural matters and court rules.
4. Must be able to staff the courtroom for criminal and traffic hearings, keep detailed records of proceedings, setting various types of hearings, processing orders of the court, marking exhibits, and monitoring an electronic recorder.
5. Must be able to record case disposition in the computer. Record and route orders appointing attorneys, commitments/releases to/from jail, referrals to

other agencies (probation, mental health, alcohol and anger management programs), and processing deferred prosecution cases providing notification to the Department of Licensing.

6. Must be able to prepare and print case setting notices, warrants of arrest, failure to appear notices and collection notices from the JIS (Judicial Information System) computer system.
7. Must be able to maintain warrant control; issue warrants, recall warrants, process returned warrants and purge warrants.
8. Must be able to maintain failure to appear control; order, issue, adjudicate, and purge.
9. Must be able to respond to counter, telephone, and written inquiries; open and route incoming mail; and initiate correspondence responding to court-related inquiry or requested information.
10. Must be able to track compliance and non-compliance reports from various treatment agencies, notify the probation department, and set show cause hearings.
11. Must be able to be responsible for preparing court calendars. Ensure files are complete and dockets/driving records are included.
12. Must be able to track all prisoners in custody awaiting arraignment/trial/review hearings.
13. Must be able to enter new citations received from the Police Department and City Attorney's office into the JIS computer system, construct files and send hearing notices.
14. Must be able to be responsible for the notification, procurement, and scheduling of prospective jurors.

#### **B. Peripheral Functions**

1. Performs other related duties as necessary.

#### **WORKING CONDITIONS**

Work is primarily performed in an office or courtroom environment. May be required to lift boxes or files, usually not exceeding 30 pounds.

### **MUST HAVE THE FOLLOWING SKILLS, KNOWLEDGE AND ABILITIES**

1. Basic knowledge of court procedures and the criminal justice system.
2. Knowledge of office practices and procedures.
3. Ability to follow oral and written instructions.
4. Ability to establish and maintain effective working relationships with co-workers, public officials, and the general public.
5. Ability to operate office machines and equipment.
6. Ability to type 45 WPM.
7. Knowledge of safe working practices.
8. Knowledge of the JIS computer system is preferred.

### **EDUCATION AND EXPERIENCE**

High school diploma or G.E.D. and one year of general clerical experience, or any combination of experience and education which provides the applicant with the desired skills, knowledge, and abilities required to perform the work. Recent court experience preferred.

APPROVED:

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City Manager

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Date of Last Revision

Original January 1995  
Updated August 2010  
Updated July 2019